



AOC POLICY-001

POLICIES AND STANDARD OPERATING PROCEDURES:

The Creation, Publication, Review, Revision, and Communication of Administrative Procedures, Policies, Standard Operating Procedures, Manuals, Processes, and Guidelines

DOCUMENT TITLE:	POLICIES AND STANDARD OPERATING PROCEDURES: The Creation, Publication, Review, Revision, and Communication of Administrative Procedures, Policies, Standard Operating Procedures, Manuals, Processes, and Guidelines		
SUBJECT CODE ID:	AOC.001	DOCUMENT TYPE:	<input checked="" type="checkbox"/> AOC POLICY <input type="checkbox"/> OFFICE/DEPARTMENT POLICY <input type="checkbox"/> MANUAL <input type="checkbox"/> STANDARD <input type="checkbox"/> STANDARD OPERATING PROCEDURE
OFFICE:	AOC Director's Office		
DEPARTMENT:	N/A		
DIVISION:	N/A		
APPROVING AUTHORITY:	AOC Director	RESPONSIBLE EMPLOYEE:	AOC Deputy Director
ORIGINAL ISSUE DATE:	2-12-21	ASSOCIATED FORMS:	N/A
REVIEWED DATE:	N/A		
PUBLISHED DATE:	2-09-21	CITED AUTHORITIES:	N/A
EFFECTIVE DATE:	2-12-21		
NEXT REVIEW DATE:	2-12-24		

SECTION 1. PURPOSE

The purpose of this Administrative Office of the Courts (AOC) Policy is to establish a framework and provide expectations for the creation, publication, review, revision, and communication of the Rules of Administrative Procedure of the Supreme Court of Kentucky, AOC policies, office or departmental policies, manuals, standard operating procedures, standards, processes, and guidelines of the AOC and all offices, departments, divisions, and units therein. This Policy is intended to ensure that all Rules of Administrative Procedure of the Supreme Court of Kentucky, AOC policies, office or departmental policies, manuals, standard operating procedures, standards, processes, and guidelines are consistently developed, regularly updated to remain compliant with the law, are easy to find, read, and understand, and are aligned with the principal goals and objectives of the AOC.

SECTION 2. SCOPE

This AOC Policy applies to all offices, departments, divisions, and units of the AOC and all AOC personnel therein.

SECTION 3. DEFINITIONS

- 3.1 **"AOC"** means the Kentucky Administrative Office of the Courts and all offices, departments, divisions, and units therein.
- 3.2 **"AOC personnel"** means all employees, contract workers, volunteers, and interns working in all offices, departments, divisions, and units of the AOC.
- 3.3 **"AOC Policy"** means a set of rules, principles, or requirements adopted by the AOC Director's Office that are mandatory and apply to all AOC personnel statewide or to the Vandalay property.
- 3.4 **"APs"** means the Rules of Administrative Procedure of the Court of Justice as adopted by the Supreme Court of Kentucky, comprising the administrative policies of the Kentucky Court of Justice (KCOJ). The APs have the force and effect of law in the Commonwealth of Kentucky. **"AP"** means a Part or Section within a Part of the Rules of Administrative Procedure.
- 3.5 **"Approval Signature Block"** means the standardized informational table located at the end of all AOC policies, office or departmental policies, manuals, and standards which contains the signature and date of the approving authority and any other individual required to review and approve the document prior to publication pursuant to this Policy.
- 3.6 **"Approving authority"** means an employee who has the authority to approve a proposed AP, AOC policy, office or departmental policy, standard operating procedure, standard, process, or guideline, and is responsible for communication and training related to approved and implemented APs or an AP, AOC policy, office or departmental policy, standard operating procedure, standard, process, or guideline. The approving authority may appoint a designee to approve documents submitted for approval pursuant to this Policy. The approving authority for each AOC office or department is identified below by title:
- (a) Deputy Director for departments within the Office of Programs and Personnel;
 - (b) General Counsel for the Office of General Counsel;
 - (c) Executive Officer for the Office of Public Information;
 - (d) Director of Audits for the Office of Audits;
 - (e) Director of Finance and Administration for the Office of Finance and Administration; and
 - (f) Chief Information Officer or Director of Implementation and Court Services for the Office of Information and Technology Services.
- 3.7 **"Cited Authority"** means any federal law or regulation, Kentucky statute, APs, Supreme Court Rules or Orders, AOC policy, office or departmental policy, or process that is relevant to or governs an AOC policy, manual, standard operating procedure, or standard.
- 3.8 **"Effective Date"** means the date a drafted or revised AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline becomes effective after approval by the required approving authority, or if required, the AOC Director or Deputy Director.

- 3.9 **"Guideline"** means a statement of best practice or recommended course of action that is not mandatory but is meant to assist AOC personnel within a specified office, department, division, or unit in performing their job duties accurately and efficiently.
- 3.10 **"Interpreting Authority"** means an employee designated within an office, department, division, or unit to interpret or answer any questions regarding an AOC policy, office or departmental policy, manual, standard operating procedure, standard, process or guideline.
- 3.11 **"KCOJ"** means the Kentucky Court of Justice.
- 3.12 **"KCOJ personnel"** means all elected and appointed officials, employees, contract workers, volunteers, and interns of the KCOJ.
- 3.13 **"Manual"** means a document containing a combination of policies, processes, standard operating procedures, and guidelines related to a specific office, department, division, unit, program, or function area within the AOC.
- 3.14 **"Next Review Date"** means the next date that the document is either required to be reviewed as outlined in Section 8 of this Policy or is scheduled by the approving authority to be reviewed, whichever is sooner.
- 3.15 **"Original Issue Date"** means the date the AP, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline becomes effective after its initial creation and approval by the approving authority, and if required, the AOC Office of General Counsel (OGC). The Original Issue Date remains the same until the document is discontinued.
- 3.16 **"Office of General Counsel (OGC)"** means the AOC Office of General Counsel.
- 3.17 **"Office or departmental policy"** means a set of rules, principles, or requirements that is specific to the internal operations of an office or department, which are consistent with APs or other Supreme Court Orders or Rules, AOC policies, statutes and other applicable law and provide mandatory job performance expectations as they relate to job duties and responsibilities within that office or department.
- 3.18 **"Process"** means a high-level overview of the workflow or sequence that is necessary to achieve a result required by AP or other Supreme Court Order or Rule, statute, AOC policy, or office or departmental policy. Processes may be in narrative form or in chart or diagram form and may serve as guiding documents for interdepartmental workflows.
- 3.19 **"Reviewed Date"** means the date a review of the AP, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline is completed as required by Sections 6, 8, and 9.
- 3.20 **"Responsible employee"** means the employee within an office, department, division, or unit, designated by the approving authority to be responsible for the subject matter and drafting of an AP, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline.
- 3.21 **"Standard"** means a set of objective requirements or criteria that support and implement an AP or other Supreme Court Order or Rule and provide direction to all KCOJ personnel.

- 3.22 **"Standard Operating Procedure"** means a mandatory series of specified steps or actions necessary to implement an AP or other Supreme Court Order or Rule, AOC policy, office or departmental policy, standard, statute or other applicable law or required to perform the functions or responsibilities assigned to an office, department, division, unit or individual.
- 3.23 **"Subject Code ID"** means the three letters designated to represent an AOC office or department as listed in Appendix A to this Policy.
- 3.24 **"Title Block"** the standardized informational table located at the beginning of all AOC policies, office or departmental policies, manuals, and standards, which must be completed by the responsible employee when creating, reviewing, or revising the document prior to publication.

SECTION 4. GENERAL DRAFTING AND FORMATTING REQUIREMENTS

- 4.1 Refer to the diagram titled "KCOJ-AOC Legal Authorities Pyramid," attached to this Policy as Appendix B, for a visual representation of the hierarchy of legal authorities, policies, manuals, standard operating procedures, standards, processes, and guidelines.
- 4.2 **Administrative Procedures**
An AP must be drafted and formatted according to the requirements of the Supreme Court of Kentucky.
- 4.3 **AOC Policies, Office or Departmental Policies, Manuals, Standard Operating Procedures, and Standards**
All AOC policies, office or departmental policies, manuals, standard operating procedures and standards must contain the following:
- (a) **Title.** Assign a title that clearly identifies the type of document and describes the subject matter as concisely as possible and is unique enough to allow a user to distinguish it from others documents of the same type.
 - (b) **Title Block.** Insert a Title Block template, attached to this Policy as Appendix C and available electronically on SharePoint, at the beginning of the document. All applicable data fields in the Title Block must be completed by the responsible employee.
 1. The *Original Issue Date* data field will never change after the initial approval of the document. The first time a document is approved, the *Original Issue Date* and *Effective Date* will be the same.
 2. The *Reviewed Date* data field should be updated each time the document is reviewed and approved by the Approving Authority or designee, the OGC, or the AOC Director, as required by Section 8 or 9 of this Policy, regardless of whether the review results in a revision.
 3. The *Effective Date* and *Published Date* data fields should only be updated if a review results in a revision.

4. The *Next Review Date* data field should contain the next review date as calculated according to Section 8 of this Policy and should be updated each time a review occurs.
 5. For the *Subject Code ID*, if a numbering system is used within an office or department, the numbering and identification should remain consistent across all policies, manuals, standard operating procedures, standards, processes, and guidelines. For AOC policies, office or departmental policies, and standards, enter the 3-letter subject code associated with the applicable AOC office and department, provided in Appendix A, followed by a three-digit document number.
 6. In the *Cited Authority* data field, list any relevant or governing federal law or regulation, Kentucky statute, AP, Supreme Court Order or Rule, AOC policy, or office or departmental policy. If a relevant or governing process has been approved pursuant to 6.4, list the process in the *Cited Authority* data field as well.
 7. In the *AOC Forms* data field, list all associated or related AOC forms by AOC form number and full title.
 8. If a data field is not applicable to the document, the responsible employee should enter "N/A" in the corresponding data field
- (c) **Scope.** Include a section or statement that identifies the employee group (office, department, unit, specific job titles, etc.) to which it applies.
 - (d) **Definitions.** Include a section, when necessary, to provide definitions for any words or terms with a technical or specific meaning within the context of the document.
 - (e) **Organization.** Organize the information in a manner that makes the document easy to read and reference, including outline numbering consistent with other policies and manuals and standard operating procedures within the office or department.
 - (f) **Plain language.** Use language that is simple and easy to understand throughout the document.
 - (g) **Direct language.** Use language that is straightforward and provides clear instruction, such as "must" and "are to" to specify expected and mandatory behaviors.
 - (h) **Job Titles.** Identify "who" is responsible by role or job title, and not by an employee's name, for any given task or function.
 - (i) **Hyperlinks.** If including hyperlinks, provide the full web address in the text/sentence.
 - (j) **Approval Signature Block.** Insert an Approval Signature Block template, attached to this Policy as Appendix D and available electronically on SharePoint, at the end of the document. Documents submitted and approved through an electronic application, such as OnBase, do not require the insertion of a signature block.

SECTION 5. GUIDELINES FOR DEVELOPMENT

5.1 Administrative Procedures

- (a) An AOC office should propose the development and approval of an AP in order to:
 - 1. Establish the overall responsibilities of the office or a department within the office;
 - 2. Create broad policies that apply to not only personnel within that office but to other employees and elected officials of the KCOJ as well; or
 - 3. Authorize the office to act on behalf of the KCOJ regarding specified subject matters.
- (b) The Supreme Court may request an AOC office draft a proposed AP.

5.2 AOC Policies and Office or Departmental Policies

- (a) A policy should be developed to drive performance and ensure responsibility and accountability.
- (b) A policy identifies what the rule or requirement is rather than explaining how it is to be implemented.
- (c) A policy is enacted for the following reasons:
 - 1. An AP or other Supreme Court Order or Rule requires it;
 - 2. Enacted state or federal legislation creates the need for it; or
 - 3. The AOC or an AOC office or department has a need for it.
- (d) Policies should identify:
 - 1. Principles that apply to the AOC or an AOC office or department;
 - 2. Responsibilities of offices, departments, divisions, units, or individuals identified by position title;
 - 3. Consequences for violations of the policy; and
 - 4. Expected goals, timelines, and deadlines, if any.

5.3 Standard Operating Procedures

- (a) An AOC office, department, division, or unit should develop standard operating procedures to promote operational efficiency and provide consistent performance expectations for the management and staff.
- (b) Standard operating procedures should provide step-by-step instructions and information outlining how to implement an AP, AOC policy, office or departmental policy, standard, or enacted legislation, or how to perform the functions or responsibilities assigned to an office, department, division, unit or individual.
- (c) When feasible, a standard operating procedure should offer the employee options for completing a task. A procedure that is unnecessarily restrictive may limit its usefulness.
- (d) A standard operating procedure should identify:

1. Who is responsible for the performance of each step outlined in the procedure;
2. Each specific, detailed step to be taken to achieve an objective or goal;
3. Required timelines, deadlines, and approvals necessary to proceed to the next step in the procedure; and
4. How to deal with unexpected events.

5.4 **Manuals**

- (a) Manuals are useful for combining policy and procedures into one document.
- (b) Manuals should be implemented when an office or department needs to communicate policy in conjunction with detailed procedures designed to execute the policy.

5.5 **Standards**

- (a) A standard should be developed when an AOC office is authorized or directed to do so by an AP or other Supreme Court Order or Rule or when it is necessary to create an objective and uniform application in conduct or decision-making.
- (b) Standards generally apply to the entire KCOJ.
- (c) Examples of standards include:
 1. Technical equipment standards that define a desktop computer configuration for employees and elected officials;
 2. Furniture standards that designate the brand, color, and style of office furniture for a KCOJ facility or office.

5.6 **Processes**

- (a) A process identifies the high-level steps that must be taken to achieve results required by an AP or other Supreme Court Order or Rule, statute, AOC policy, or office or departmental policy and can provide an overall timeline expectation.
- (b) A process is sometimes referred to as a workflow and is often communicated through a visual chart or diagram.
- (c) Processes for workflows involving more than one division, department, or office can be used to document how divisions, departments, or offices will execute their responsibilities.

5.7 **Guidelines**

- (a) A guideline is any recommended procedure or process that is not required or mandatory and represents a best practice.
- (b) A guideline can be expressed as either a stand-alone document or embedded within a policy, procedure, or manual. An embedded guideline must be clearly identified and separated from policy and procedure to avoid confusion. For example, Section 5 of this Policy is a guideline and has been identified as such and separated from other policy and procedure.

SECTION 6. APPROVAL PROCEDURE

6.1 AOC Policies, Office or Departmental Policies, and Manuals

- (a) All AOC policies, office or departmental policies, and manuals must be submitted for review and approval by the approving authority or designee and the OGC prior to obtaining final approval by the Director's Office.
- (b) The responsible employee or designee must request review and approval by submitting the following to the OGC:
 - 1. AOC Form 19, *Inter-Departmental Request for Legal Services by the Office of General Counsel*; and
 - 2. A Microsoft Word file of the AOC policy, office or departmental policy, or manual that is to be reviewed.
 - (i) If a revision of an existing policy or manual is being submitted for review and approval, then the proposed revisions must be documented by activating the Track Changes tool in Microsoft Word; and
 - (ii) An Approval Signature Block, attached to this Policy as Appendix D, should be inserted at the end of the submitted document, regardless of whether it is a new policy or manual or a revision, unless it is being reviewed through OnBase.
- (c) The OGC will review the AOC policy, office or departmental policy, or manual for consistency with applicable law and revise accordingly if necessary. The OGC may make other suggestions for the consideration of the responsible employee and approving authority consistent with Section 4 of this Policy.
- (d) Upon approval by the OGC, the OGC must forward the AOC policy, office or departmental policy, or manual to the Director's Office for final approval.
- (e) Upon approval by the Director's Office, the OGC will forward the approved AOC policy, office or departmental policy, or manual to the responsible employee or designee to be published as directed by Section 7 of this Policy.

6.2 AP Proposed or Revised by an AOC Office

- (a) An AP proposed or revised by an AOC office must be submitted to the approving authority or designee and the OGC for review and approval prior to being submitted for approval by the Director's Office and being proposed to the Supreme Court of Kentucky.
- (b) The responsible employee or designee must request review and approval by submitting AOC Form 19, *Inter-Departmental Request for Legal Services by the Office of General Counsel* to the OGC along with a Microsoft Word file of the proposed AP or revised AP with the Track Changes tool activated to show the revisions made since the AP was adopted by the Supreme Court of Kentucky.
- (c) Upon approval by the Director's Office, the Director's Office will coordinate submission of the proposed or revised AP to the Supreme Court of Kentucky.

6.3 Standards

- (a) All standards must be approved by the approving authority or designee and submitted to the Director's Office for review and approval.
- (b) The responsible employee or designee must request review and approval by the Director's Office by submitting a Microsoft Word file of the standards to be reviewed. If a revision of an existing standard is being requested for review and approval, then the proposed revisions should be documented by activating the Track Changes tool in Microsoft Word.
- (c) Upon approval, the Director's Office will forward the approved standard(s) to the responsible employee or designee to be published as directed by Section 7 of this Policy.

6.4 Standard Operating Procedures, Processes, and Guidelines

- (a) All standard operating procedures, processes, and guidelines must be submitted to the approving authority or designee for review and approval before being published.
- (b) The responsible employee or designee must request review and approval by the approving authority or designee by submitting a digital file of the standard operating procedure, process, or guideline to be reviewed.
- (c) The approving authority or designee will review the standard operating procedure, process, or guideline for accuracy and consistency with existing APs, AOC policy, office or departmental policy, or standards and make recommendations or revisions, if appropriate.
- (d) Upon approval by the approving authority or designee, standard operating procedures, processes, or guidelines must be published as directed by Section 7 of this Policy.
- (e) If a process describes an interdepartmental workflow, it must be signed by the approving authority or designee for each division, department, or office having responsibilities outlined in the process.
- (f) Approving authorities may expand or modify the approval process outlined in this Subsection to include review and approval by the OGC or other authorities.

SECTION 7. PUBLICATION AND ARCHIVING

7.1 APs, AOC Policies, and Standards

- (a) All approved APs, AOC policies, and standards are to be published as a .PDF file by the responsible employee or designee and made available to employees on the internal AOC Policies SharePoint website and made available to the public on the KCOJ website.
- (b) The responsible employee is required to maintain a clean version and, when applicable, a Track Changes version of the approved AP, AOC policy, or standard in its native digital file format.

- (c) It is the responsibility of the AOC office directors, executive officers, and managers to ensure that any AP, AOC policy, or standard that applies to their employees is made available to them on their respective office or department's internal SharePoint website, OnBase application, or other central information repository.

7.2 Office or Departmental Policies and Manuals

- (a) All AOC office or departmental policies and manuals are to be published as a .PDF file by the responsible employee or designee by posting it on the internal AOC Policies SharePoint website and may be made publicly available on the KCOJ website upon direction of the Director's office.
- (b) The responsible employee is required to maintain a clean version and, when applicable, a Track Changes version of the office or departmental policy or manual in its native digital file format.
- (c) All office or departmental policies or manuals must be posted to their respective office or department's internal SharePoint website, OnBase application, or other central information repository and made available to the applicable employees.

7.3 Standard Operating Procedures, Processes, and Guidelines

- (a) All standard operating procedures, processes, and guidelines must be posted as a .PDF file by the responsible employee or designee to their respective office or department's internal SharePoint website, OnBase application, or other central information repository and made available to the applicable employees.
- (b) The responsible employee is required to maintain a clean version and, when applicable, a Track Changes version of the document in its native digital file format.

7.4 Archiving Reviewed, Revised or Discontinued Documents

A reviewed, revised, or discontinued AP, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline must be:

- (a) Maintained by the responsible employee in a digital .PDF file format;
- (b) Stored on a SharePoint website, OnBase application, or other central information repository for the period of time required by the AOC Record Retention Policy, together with any accompanying documents;
- (c) Accessible to the approving authority and any designees; and
- (d) Clearly identified as either reviewed and replaced, revised and replaced, or discontinued.

SECTION 8. PERIODIC REVIEW

Below are the minimum review periods required for APs, AOC policies, office or departmental policies, manuals, standard operating procedures, standards, processes, and guidelines. An approving authority or designee may schedule a review to occur more frequently than the minimum review period set by Subsections 8.2 and 8.3 of this Policy.

8.1 Existing Standards, Office or Departmental Policies, Manuals, and Standard Operating Procedures

If, at the time this Policy becomes effective, an existing standard, office or departmental policy, manual, or standard operating procedures is not in compliance with the requirements of this Policy, it should be revised to conform with this Policy at the next scheduled review or within two years of this Policy's Original Issue Date, whichever is sooner.

8.2 APs, AOC Policies, Office or Departmental Policies, and Manuals

- (a) Every three years from the *Published Date* or the last *Reviewed Date*, whichever is later, the responsible employee must review and propose appropriate revisions to the applicable AP, AOC policy, office or departmental policy, or manual in light of enacted legislation, APs, Supreme Court Orders or Rules, AOC policies, and best practices.
- (b) If upon completion of the review it is determined that no revisions are necessary, the responsible employee or designee must take the following steps:
 - 1. Obtain the approval of the approving authority or designee;
 - 2. Submit the document to the OGC for review and confirmation that no applicable laws exist that would require a revision. If legal determines revisions are necessary, Section 9 of this Policy must be followed;
 - 3. After OGC completes its review; update the *Reviewed Date* and the *Next Review Date* in the Title Block;
 - 4. Publish the updated document and archive the reviewed and replaced document as directed by Section 7 of this Policy; and
 - 5. Send a copy of the approved AP, AOC policy, office or departmental policy, or manual to the Director's Office for the purpose of updating the internal AOC Policies SharePoint website and, when applicable, the KCOJ website.
- (c) If upon completion of the review it is determined that revisions are necessary, Section 9 of this Policy must be followed.

8.3 Standard Operating Procedures, Standards, Processes, and Guidelines

- (a) Each standard operating procedure, standard, process, or guideline is to be reviewed and appropriately revised by the responsible employee every three years.
- (b) If upon completion of the review it is determined that no revisions are necessary, the responsible employee or designee must take the following steps:
 - 1. Obtain the approval of the approving authority or designee;
 - 2. Update the *Reviewed Date* and the *Next Review Date* in the Title Block; and
 - 3. Publish the document and archive the replaced version as directed by Section 7 of this Policy.

- (c) If upon completion of the review it is determined that revisions are necessary, Section 9 of this Policy must be followed.

8.4 Exceptions to Mandatory Minimum Review Periods

- (a) If a Supreme Court Order or Rule, law, regulation, or best practice is created or amended that is applicable to or affects an AP proposed by the AOC, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline, it must be revised immediately instead of waiting until the *Next Review Date*.
- (b) An AP proposed by the AOC, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline can be reviewed and revised prior to the *Next Review Date* should circumstances require it.
- (c) If a document is reviewed prior to its *Next Review Date*, the required three-year revision period resets.

SECTION 9. REVISIONS

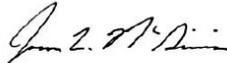
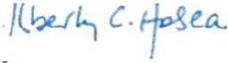
- 9.1 Approval of a proposed revision to an AP, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline must follow the applicable approval procedure outlined in Section 6 of this Policy.
- 9.2 Upon approval of the revisions by the appropriate authorities identified in Section 6 of this Policy, the responsible employee or designee must:
 - (a) Update the *Reviewed Date*, *Next Review Date*, *Effective Date*, and *Published Date* in the Title Block;
 - (b) Publish a clean version of the revised document as directed by Section 7 of this Policy; and
 - (c) Archive the revised and replaced version of the AP, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, or guideline, and if applicable, the summary of revisions, as directed by Section 7 of this Policy.
- 9.3 The approving authority or designee must provide training to all applicable KCOJ personnel regarding the revisions to the AP, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process or guideline as directed by Section 10 of this Policy.

SECTION 10. TRAINING AND COMMUNICATION

- 10.1 The approving authority or designee must communicate and train all KCOJ personnel to whom the new or revised AP, AOC policy, office or departmental policy, manual, standard operating procedure, standard, process, and guideline applies.
- 10.2 The AOC Director or designee must communicate and train AOC directors, executive officers, managers, and elected and appointed officials, where appropriate and necessary, with respect to new, existing, or revised APs, AOC policies, and standards.

SECTION 11. DISCONTINUATION

- 11.1 Requests to discontinue an existing AOC policy, office or departmental policy, manual, standard operating procedure, or standard must follow the applicable approval procedure outlined in Section 6 of this Policy.
- 11.2 If the document is an AOC policy, office or departments policy, manual, or standard, a request to discontinue must include a statement explaining the reason(s) for the proposed discontinuance. The statement must be stored together with the original document when archiving it as instructed by Section 7.
- 11.3 If a discontinuance is approved, the responsible employee or designee must remove the discontinued document from active publication and archive it with the approved request to discontinue as directed by Section 7 of this Policy.

	PRINTED NAME	SIGNATURE	DATE
REVIEWED & APPROVED BY APPROVING AUTHORITY:	Jason L. McGinnis		1/28/21
REVIEWED & RECOMMENDED BY OGC:	Kimberly C. Hosea		2/3/2021
REVIEWED & APPROVED BY AOC DIRECTOR:	Lauren K. Dudgeon		2/9/21



Administrative Office of the Courts AOC.001

APPENDIX A: Subject Codes

Subject codes are identified by the three letters in parenthesis following the listed office, division, and unit.

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

OFFICE OF GENERAL COUNSEL (OGC)

OFFICE OF AUDITS (AUD)

OFFICE OF PUBLIC INFORMATION (PUB)

OFFICE OF FINANCE AND ADMINISTRATION (OFA)

- Budget (BUD)
- Financial Services (DFS)
- Court Facilities (DCF)

OFFICE OF PROGRAMS AND PERSONNEL (OPP)

- Family & Juvenile Services (FJS)
- Specialty Courts (SPC)
- Pretrial Services (PTS)
- Human Resources (HUM)
- Language Access (LAN)

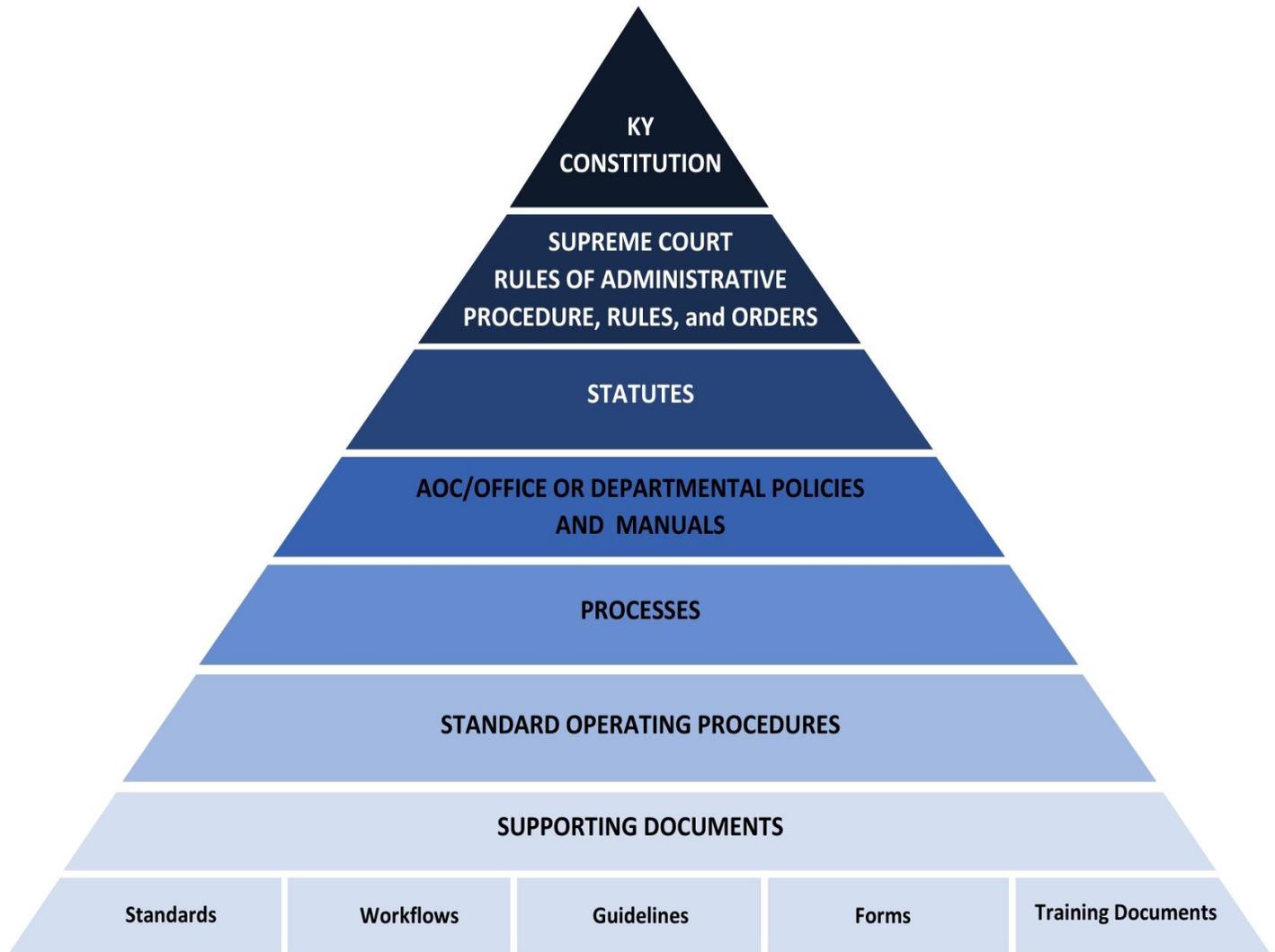
OFFICE OF INFORMATION AND TECHNOLOGY SERVICES (ITS)

- Application Development (APD)
- Court Services (CTS)
- Education Services (EDU)
- Infrastructure Services (INF)
- Records Services (REC)
- Research & Statistics (RAS)
- Service Operations (SER)
- Technology (TEC)



**Administrative Office of the Courts
AOC.001**

APPENDIX B: KCOJ-AOC Legal Authorities Pyramid





**Administrative Office of the Courts
AOC.001**

APPENDIX C: TITLE BLOCK TEMPLATE

DOCUMENT TITLE:			
SUBJECT CODE ID:		DOCUMENT TYPE:	<input type="checkbox"/> AOC POLICY <input type="checkbox"/> OFFICE/DEPARTMENT POLICY <input type="checkbox"/> MANUAL <input type="checkbox"/> STANDARD <input type="checkbox"/> PROCESS <input type="checkbox"/> STANDARD OPERATING PROCEDURE
OFFICE:			
DEPARTMENT:			
DIVISION:			
APPROVING AUTHORITY:		ORIGINAL ISSUE DATE:	
EFFECTIVE DATE:		RESPONSIBLE EMPLOYEE:	
NEXT REVIEW DATE:		PUBLISHED DATE:	
CITED AUTHORITIES:	•		
ASSOCIATED AOC FORMS:	•		



**Administrative Office of the Courts
AOC.001**

APPENDIX D: APPROVAL SIGNATURE TABLE

Signature Table for Policies and Manuals

	PRINTED NAME	SIGNATURE	DATE
REVIEWED & APPROVED BY APPROVING AUTHORITY:			
REVIEWED & RECOMMENDED BY OGC:			
REVIEWED & APPROVED BY AOC DIRECTOR:			

Signature Table for Standards

	PRINTED NAME	SIGNATURE	DATE
REVIEWED & APPROVED BY APPROVING AUTHORITY:			
REVIEWED & APPROVED BY AOC DIRECTOR:			